

Annie G. H. 12 yrs

Age

12

Grade

4-3

PENNSYLVANIA



REYER

STUBS

Writing

Book

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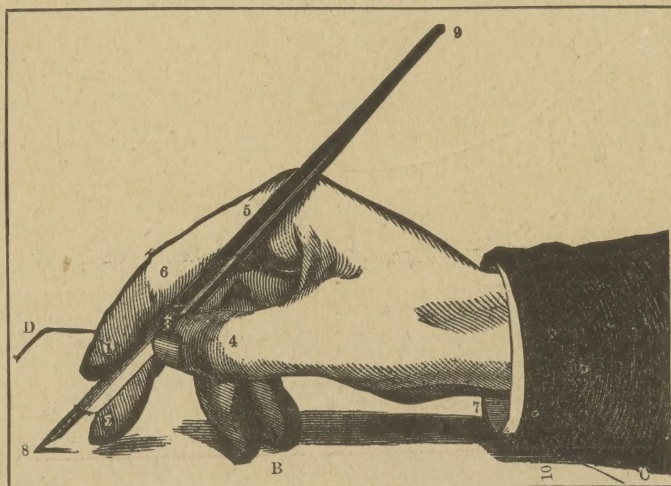
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Key to Correct Pen-Holding.

1. Put the *forefinger* flat upon the barrel of the pen-holder.
2. Put the *second finger* nail under the pen-holder.
3. Put the upper corner of the *thumb nail* against the pen-holder, opposite the 1st joint of the forefinger.
4. Bend the joints of the thumb outward.
5. Keep the pen-holder *up* against the side of the forefinger.
6. Keep the forefinger *straightened*.
7. Keep the wrist straight and off the desk or book.
8. Keep both points of the pen on the paper alike.
9. Keep the top of the pen-holder pointing to the right shoulder.
10. Keep the arms and paper in line.



Key to Correct Position.

- (a). Sit *upright*.
- (b). Sit *square* to the desk, facing it.
- (c). Sit *close* to the desk without touching it.
- (d). Rest both *forearms* on the desk just forward of the elbows.
- (e). Rest the right hand on the *under corner* of the *little finger* nail at B.
- (f). Rest the fingers of the left hand on the *front* of the *paper*.
- (g). Rest both feet *squarely* on the floor; the left in advance of the right.

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This Binding is warranted Durable, and has been proved to fully meet all the requirements of the School-Room.

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ESSENTIAL PENMANSHIP.

Classification and Analysis of Letters.

There are two kinds of letters used in writing, viz.: *Small letters* and *Capitals*.

Each kind may be arranged into three classes according to their similarity of appearance and formation; each having a character called its *Type* or Principle which represents the *class*, and a part or appearance called its *Characteristic* which distinguishes *each letter* from the others.

FIRST TYPE small letters are 9: *i, u, w, e, c, r, s, t*, and *p*, of which the first part of *i* is the *Type*. The characteristic of *i* is the *dot*; of *e*, the *loop*, of *t*, the *cross*, etc.

Second Type small letters are 8: *r, x, v, n, m, o, a*, and *d*; of which the first part of *r* is the *Type*.

Third Type small letters are 10: *l, b, h, k, j, z, y, g, q*, and *f*, of which the first part of *l* is the *Type*.

First Type Capitals are 16: *A, N, M, T, F, I, J, S, L, G, D, H, K, P, B, R*, of which the first part of *A* is the *Type*.

Second Type Capitals are 4: *O, C, E*, and *D*, of which *O* is the *Type*.

Third Type Capitals are 7: *V, W, X, Q, U, Y*, and *Z*, of which the first part of the *W* is the *Type*.

The foregoing classification and order of arrangement is observed throughout the successive books of this series, which is composed of sufficient numbers to meet the requirement of classes of every grade.

ELEMENTS of letters are the *marks* of which they are made. These are 9; represented as follows:



1. Dots are independent marks having only position.
2. Strokes are straight marks as a rule, and made downward.
3. Right or Concave Curves bend toward the right, and are made upward.
4. Left or Convex Curves bend to the left, and are made upward.
5. Compound Curves bend both ways, and are made upward in small letters and downward in capitals.
6. Points are sharp corners where the pen stops in changing its course.
7. Turns are rounded corners where the pen does not stop in changing its course.
8. Dashes are short horizontal marks straight or curved.
9. Loops are enclosed spaces formed by lines crossing each other.

ANALYSIS consists in pointing out the Types, Characteristics, and Elements of letters. Its use is to give a more accurate idea of the true form and structure of letters as a guide to practice. Close study and observation, aided by a competent teacher, or "ELLSWORTH'S ESSENTIAL PENMANSHIP" (mentioned below), will be required to perfect the pupil in this interesting and profitable exercise.

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